

# END OF YEAR PTO PAYOUT SETTLEMENT

Accrued Vacation Pay-Out Template

## COMPANY & EMPLOYEE INFORMATION

Company Name		Date	
Employee Name		Employee ID	
Department		Job Title	
Pay Period End Date		Payout Run Date	

## PTO BALANCE & PAYOUT CALCULATION

Description	Hours	Rate (\$)	Total Amount (\$)
Total Accrued PTO Balance (Current Year)			
Less: PTO Hours Used/Taken			
<b>Remaining Unused PTO Hours Eligible for Payout</b>			
<b>Gross Payout Amount</b>			

## DEDUCTIONS & NET PAY (PAYROLL DEPT. USE ONLY)

Deduction Type	Amount (\$)
Federal Income Tax Withholding	
State / Local Tax Withholding	
FICA (Social Security & Medicare)	
Other Deductions	
<b>Net PTO Payout Amount</b>	

### Employee Acknowledgment:

By signing below, I acknowledge that the above calculations represent a full and final settlement of my accrued and unused Paid Time Off (PTO) hours for the current calendar year. I understand that this payout is subject to applicable federal, state, and local tax withholdings as required by law.

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**Employee Signature**

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**Date**

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**Authorized Payroll/HR Representative**

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**Date**